



WILLIAMSON COUNTY

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November 19, 2014

To Whom It May Concern:

Williamson County is accepting proposals for re-Design, development, implementation and expansion of a new Website for the Parks and Recreation Department. Minimum specifications are enclosed. Please note any exceptions.

It is not the intent of Williamson County to favor one vendor; however, we do, from time to time, have to rely on vendors' help in writing specifications. We will accept all proposals with exceptions noted, and all proposals will be given equal consideration.

Proposals will be opened Thursday, December 11, 2014, 2:00 p.m. Proposals should be submitted in a sealed envelope to the County Mayor's Office, 1320 West Main Street, Suite 125, Franklin, TN 37064. Each envelope should be plainly marked: **RFP: Website Design, Parks and Recreation Department, December 11, 2014, 2:00 p.m. Envelope must also include bidder's company name. IF THE SEALED PACKAGE IS NOT LABELED EXACTLY AS SPECIFIED ABOVE, THE PROPOSAL WILL NOT BE OPENED.** Clearly mark any information considered to confidential when they submit. Williamson County shall have the sole discretion to determine whether the marked information is considered confidential under the TN Open Records Act.

Williamson County reserves the right to reject any and/or all proposals, to waive technicalities or informalities, and to accept any proposal deemed to be in the best interest of Williamson County. **No proposal shall be valid unless signed.** No bid shall be accepted by FAX machine.

The successful proposer will be required to comply with contract, insurance and drug-free requirements. Sample contracts are draft only and terms can change at the discretion of the County. Enclosed is an *Ethical Standards Affidavit* and *Business Tax and License Affidavit*. Please complete these documents and return them with your bid.

If you have any questions, please e-mail lesliem@williamson-tn.org. All questions must be submitted in writing by 4:30 p.m. CST on December 5, 2014. No addenda will be issued within 48 hours of the proposal opening date and time.

Sincerely,

Leslie Mitchell, CPPO, CPPB
Purchasing Agent

LM/lw
Enclosure

**For the Re-Design, Development, Implementation
And expansion of a New WCPR Website**

I. Introduction and Scope of Project

Williamson County Parks and Recreation (WCPR) is accepting proposals for a firm to provide a website content management environment and services in migrating the existing websites to the new environment. The successful firm will have ample experience of this nature with local governments, and provide assistance with design, training of existing IT and other key staff, and implementation of the re-designed site. The website will be hosted and maintained locally.

WCPR's existing internet websites at www.wcparksandrec.com and www.wcprathletics.org contain comprehensive information including separate pages for all divisions within the department. The sites also provide contact information, pass information, facility locations and amenities and key community links. The two sites need to be combined in one comprehensive site. Williamson County Parks and Recreation is committed to expand the level of our interactivity with the public and internally with increased consistency and ease of use. The successful vendor will suggest other enhancements that will increase interactivity.

WCPR is interested in an innovative design that aids website visitors who generally know what information they need or service they want to secure and draw the uninformed user to our site. The site shall also equally facilitate usage by visitors who may not understand how to find that information or service within the organization. We want to make the public's use of our site is a pleasant, informative experience with ease of use paramount and visual experience a key component in the new design.

The successful firm will have substantial experience in website design, development, implementation and support.

The new website should incorporate the following features and details:

- Keep the current URL (www.wcparksandrec.com)
- Provide a new hosting environment
- Content Migration should be included in the proposal
- Brand Image design approach with strong, bold, contemporary graphics/visual energy
- Web-based Content Management System for multiple users
- Responsive design optimizing user experience from smart phone, tablet, laptop or desktop
- Links and seamless integration to third-party Online Registration Module (Active.net)
- Links and seamless integration to third-party Payment Processing system (Active.net)
- Innovative navigation graphics with facility focused organization
- Links to and setup coordination of digital newsletter/magazine with updatable column feature (current format: issuu.com)

- Newsletter links on each page
- Standard SEO techniques
- E-mail marketing tools with integrated social sharing/E-club sign up (Emma preferred)
- Social networking links and marketing abilities including Facebook, Twitter, Instagram, Vine, YouTube and Pinterest
- Integrated blog
- Image package/High resolution stock images provided
- Multiple levels of administrative rights with separate login capabilities
- Ability to have tentative and confirmed/approved content
- Calendar with filtering capabilities by site and/or event
- Photo gallery, slide show and video capabilities
- Interactive Google Maps showing facility locations
- Updatable posting of schedules and standings
- Analytics and statistical tracking capabilities
- Ability to update pages easily, including ability to add new pages, change/add text, insert links and insert images (PDF or jpg format)
- Training and support

II. General and Desired Enhancements

1. Recreate and greatly enhance WCPR's website, using the existing URL, to be resourceful, informative, and serve as a marketing asset that provides a visually appealing and user-friendly environment which emphasizes access to WCPR programs, amenities, departments, data and information.
2. Develop a highly beneficial, cost-effective, easy to use, interactive and architecturally sound website that is flexible enough to support WCPR's internet needs for a minimum of five years.
3. WCPR's website model calls for each division's staff in Facilities, Programs, Athletics, Aquatics, Seniors and Therapeutics to have selective ability to perform routine content management and posting of programs, events, removing old and outdated information and general noticing. Updates and changes to the look, color, logos and navigation of pages will be available to certain staff personnel.
4. Creation of standardized format and enhanced graphical look for all pages; thereby establishing a unified, branded theme throughout the WCPR website. However, the established theme should also provide the flexibility to allow for some level of individuality.
5. For ease of use WCPR's website must provide consistent orientation and navigational aids, such as hierarchical menus that tell users how deep they are into a topic or subtopic as well as homepage link or icon on each page in the same position.

6. The WCPR website will include seamless integration to our online registration module and online payment processing system (Active.net). The new website should provide links to facilitate online transactions, payments, pass purchases, recreation class registration or other such fees.

III. Services to be Provided

1. System operation and technical features:

- a. The website must provide for high-speed upload/download response items for both low and high speed computers that are used by the average citizen.
- b. The site should be developed to minimize loading times for analog dial-up visitors.
- c. The site must be designed to function effectively with common versions of software and hardware, the specifications for each will be identified in the proposal.
- d. All documents, including maps and tables, should be in Portable Document Format (PDF), HTML, or in a format approved by WCPR to provide ease of viewing, printing and downloading.
- e. The vendor will provide form development tools that will allow development of forms in house. Information passed through the forms should be in a common file format allowing data to be imported.
- f. The site will include links for the public to download any browser plug-in products, such as Acrobat Reader, that are necessary to view information on the site.
- g. The site must be compatible with current version of commonly used internet browsers. Please include a statement to this effect in the response.
- h. The site should enable secure integration to third party online registration and payment processing systems, on-line credit card payments and verifications and the ability to conduct e-government transactions such as online class registrations, and other interactive forms.
- i. A new hosting environment should be provided. Applicable fees should be represented in the proposal.

2. Other requirements and features:

- a. Cross- reference information should be hyper-linked from page to page within the website with the Home Page link always available.

- b. Graphical files should be relative to the site and provide for the quickest loading.
- c. The site must be designed for continuous operation 24 hours a day, 7 days a week and using Williamson County Parks and Recreation's current equipment being kept in mind.
- d. Capability to maintain an archive of existing and past records such as schedules, standings, rosters, press releases, newsletters, etc.

IV. Contents of Proposal

Proposals must include but need not be limited to the following information.

- A. A cover letter.
- B. A company profile describing experience providing services/products requested in this RFP, qualifications of staff, the sufficiency of the company's financial resources and why your organization is best suited to provide the services requested.
- C. A comprehensive description of how the proposer will meet the conditions outlined in the Scope of Services of this RFP. This shall include a timeline for the completion of all elements of the project.
- D. A fixed fee schedule, which is WCPR's preferred method of paying vendors. Applicants should also provide a hosting fee schedule, maintenance fee schedule and indicate proposed hourly or monthly maintenance or special project rates.
- E. References - A client list and contact information showing experiences.
- F. A statement regarding compatibility of proposed website with current versions of commonly used browsers.

Reference/Inspiration Websites

Bold, strong colors, social media and responsive design

<http://naturallyfun.org/>

<http://playdanvilleva.com/>

Calendar

<http://www.wilsonvilleparksandrec.com/>

<http://rmparks.org/>

Maps

<http://www.chulavistaca.gov/>

<http://www.wilsonvilleparksandrec.com/169/Map---Interactive>

Drop Down Menus

<http://www.wilsonvilleparksandrec.com/>
<http://www.ci.manhattan-beach.ca.us/city-officials/parks-and-recreation/calendar-and-special-events>
Other
<http://www.gwinnettcountry.com/portal/gwinnett/Departments/CommunityServices/ParksandRecreation>
<http://www.cincinnatiiparks.com/>

Selection Criteria

The winning vendor will be selected based on a number of factors.

- 1) The vendor's ability to meet the specifications provided-25 points
- 2) Presentation of design, usability, flexibility, scalability and open architecture-25 points
- 3) Cost-25 points
- 4) The vendor's ability to provide training and support-15 points
- 5) Experience and viability-10 points

Signature Page

Company Name _____

Physical Address _____

Remittance Address _____

Authorized Signature _____

Printed Name _____

Phone _____

Fax _____, Email _____

Date _____

**CONTRACT BETWEEN
WILLIAMSON COUNTY AND**

FOR PURCHASE OF GOODS

This contract is entered into on this ____ day of _____, 200__, by and between **WILLIAMSON COUNTY**, a county governmental entity of the State of Tennessee ("Williamson County" or "County") and _____ ("Contractor").

This contract consists of the following documents:

***Invitation to Bid ("ITB");
Contractor's Bid;***

In the event of conflicting provisions, all documents shall be construed according to the following priorities:

***any properly executed amendment or change order to this contract (most recent with first priority);
this contract;
ITB;
Contractor's Bid.***

1. **Duties and Responsibilities of Contractor.** Contractor agrees to provide and Williamson County agrees to purchase the following goods:

2. **Delivery and Installation.**

- a) All deliveries must be made pursuant to written purchase order issued by Williamson County's Purchasing Agent. Williamson County assumes no liability for any goods delivered without such purchase order. All deliveries shall be made to _____ within _____ (____) days of the issuance of a purchase order.
- b) Installation ____ is/____ is not required. Should installation be included, Contractor shall complete installation within _____ (____) days of the date of delivery.

3. **Term.**

- a) The term of this contract will begin on the date this contract is signed by all required parties and filed in the office of the Williamson County Mayor. Williamson County contemplates that the contract term will begin on or about _____ (beginning date). The initial contract term will end on _____ (ending date).
- b) This contract ____ may be/____ may not be extended for _____ (____) additional term(s) of _____ (____) each. The option to extend shall be exercised by and in the discretion of the Purchasing Agent. To be effective, any

extension must be approved by Williamson County's Attorney and Department of Finance. In no event shall the term of this contract, including extensions, exceed _____ (_____).

4. **Compensation.** Contractor shall be paid _____, (_____) to be billed on the following basis: (mark if applicable)
- a) _____ single payment following completion of all obligations included herein;
 - b) _____ Monthly payment beginning on _____;
 - c) _____ Quarterly payment beginning on _____; or
 - d) _____ Other (explain) _____.

Under no circumstances shall there be any other charges or fees for the performance of this contract unless this agreement is modified as described in Section 16. All payments by Williamson County shall be made within sixty (60) days of receipt of invoice.

5. **Taxes.** Williamson County shall not be responsible for any taxes that are imposed on Contractor. Furthermore, Contractor understands that it cannot claim exemption from taxes by virtue of any exemption that is provided to Williamson County.

6. **Warranty.**

- a) Contractor warrants that for a period of one year from the date of delivery and/or installation, whichever is later, the goods provided, shall be free of any defects that interfere with or prohibit the use of the goods for the purposes for which they were obtained. Such purposes may be set forth in Williamson County's Invitation to Bid.
- b) During the warranty period, Williamson County may, at its option, request that Contractor repair or replace any defective goods, by providing written notice to Contractor. In that event, Contractor shall repair or replace the defective goods, at Contractor's expense, within thirty (30) days. Alternatively, Williamson County may return the defective goods, at Contractor's expense, for a full refund. Exercise of either option shall not relieve Contractor of any liability to Williamson County for damages sustained by virtue of Contractor's breach of the warranty. These remedies are in addition to any other remedy available to Williamson County as included herein.

7. **License.** Contractor warrants and represents that it is the owner of or otherwise has the right to and does hereby grant Williamson County a license to use any goods provided for the purposes for which the goods were obtained. Such purposes may be set forth in Williamson County's Invitation to Bid.

8. **Copyright, Trademark, Service Mark, or Patent Infringement.**

- a) Contractor shall, at its own expense, be entitled to and shall have the duty to defend any suit which may be brought against Williamson County to the extent that it is based on a claim that the products or services furnished infringe a copyright, Trademark, Service Mark, or patent. Contractor shall further indemnify and hold

harmless Williamson County against any award of damages and costs made against Williamson County by a final judgment of a court of last resort in any such suit. Williamson County shall provide Contractor immediate notice in writing of the existence of such claim and full right and opportunity to conduct the defense thereof, together with all available information and reasonable cooperation, assistance and authority to enable Contractor to do so. No costs or expenses shall be incurred for the account of Contractor without its written consent. Williamson County reserves the right to participate in the defense of any such action. Contractor shall have the right to enter into negotiations for and the right to effect settlement or compromise of any such action, but no such settlement or compromise shall be binding upon Williamson County unless approved by the Williamson County Attorney and, where required, the Williamson County Board of Commissioners.

- b) If the products or services furnished under this contract are likely to, or do become, the subject of such a claim of infringement, then without diminishing Contractor's obligation to satisfy the final award, Contractor may at its option and expense:
 - i) Procure for Williamson County the right to continue using the products or services;
 - ii) Replace or modify the alleged infringing products or services with other equally suitable products or services that are satisfactory to Williamson County, so that they become non-infringing; or
 - iii) Remove the products or discontinue the services and cancel any future charges pertaining thereto.
 - iv) Provided, however, that Contractor will not exercise option 8(b)(iii) until Contractor and Williamson County have determined that options 8(b)(i) and 8(b)(ii) are impractical.
- c) Contractor shall have no liability to Williamson County, however, if any such infringement or claim thereof is based upon or arises out of:
 - i) The use of the products or services in combination with apparatus or devices not supplied or else approved by Contractor;
 - ii) The use of the products or services in a manner for which the products or services were neither designated nor contemplated; or
 - iii) The claimed infringement in which Williamson County has any direct or indirect interest by license or otherwise, separate from that granted herein.

9. **Termination--Breach.** Should Contractor fail to fulfill in a timely and proper manner its

obligations under this contract or if it should violate any of the terms of this contract, Williamson County shall have the right to immediately terminate the contract. Such termination shall not relieve Contractor of any liability to Williamson County for damages sustained by virtue of any breach by Contractor.

10. **Termination--Funding.** Should funding for this contract be discontinued, Williamson County shall have the right to terminate the contract immediately upon written notice to Contractor.

11. **Termination--Notice.** Williamson County may terminate this contract at any time upon thirty (30) days written notice to Contractor. The Contractor will not be compensated for any services that are performed or any expenses incurred after the expiration of the thirty (30) days as provided in this Section.

12. **Compliance with Laws.** Contractor agrees to comply with any applicable federal, state and local laws and regulations.

13. **Notices.**

a) Notices to Williamson County shall be sent to:

Dep't:

Att'n: _____

Addr: _____

b) Notices to Contractor shall be sent to:

Contractor:

Att'n: _____

Addr: _____

Notices shall be deemed received three (3) days after post marked date if sent first class mail or the date signed for if sent certified mail.

14. **Maintenance of Records.** Contractor shall maintain documentation for all charges against Williamson County. The books, records, and documents of Contractor, insofar as they relate to work performed or money received under the contract, shall be maintained for a period of three (3) full years from the date of final payment and will be subject to audit, at any reasonable time and upon reasonable notice by Williamson County or its duly appointed representatives. The records shall be maintained in accordance with generally accepted accounting principles.

15. **Williamson County Property.** Any Williamson County property, including but not limited to books, records and equipment, that is in Contractor's possession shall be maintained by Contractor in good condition and repair, and shall be returned to Williamson County by Contractor upon termination of the contract. All goods, documents, records, and other work

product and property produced during the performance of this contract are deemed to be Williamson County property.

16. **Modification of Contract.** This contract may be modified only by written amendment executed by all parties and their signatories hereto.
17. **Partnership/Joint Venture.** Nothing herein shall in any way be construed or intended to create a partnership or joint venture between the parties or to create the relationship of principal and agent between or among any of the parties. None of the parties hereto shall hold itself out in a manner contrary to the terms of this paragraph. No party shall become liable for any representation, act or omission of any other party contrary to the terms of this paragraph.
18. **Waiver.** No waiver of any provision of this contract shall affect the right of any party thereafter to enforce such provision or to exercise any right or remedy available to it in the event of any other default.
19. **Drug Free Workplace.** If applicable, Contractor agrees to abide by all requirements set forth in Tennessee Code Annotated, Section 50-9-113, by establishing a drug free workplace program and to execute the drug free affidavit included herewith evidencing Contractor's compliance.
20. **Employment.** Contractor shall not subscribe to any personnel policy which permits or allows for the promotion, demotion, employment, dismissal or laying off of any individual due to race, creed, color, national origin, age, sex, or which is in violation of applicable laws concerning the employment of individuals with disabilities. Contractor agrees to execute the Fair Employment Affidavit included herewith evidencing Contractor's compliance of this policy.
21. **Insurance.** During the term of this Contract, Contractor shall, at its own cost and expense, maintain Comprehensive General Liability Insurance, Workers' Compensation Insurance, and Automobile Insurance in limits of not less than one million dollars for each incident. Contractor shall provide additional Workers' Compensation coverage in accordance with applicable Tennessee law. A certificate of insurance, in a form satisfactory to County, evidencing said coverage and naming Williamson County Government as additional insured, shall be provided to County prior to commencement of performance of Contract. Such policies shall name Williamson County as additional insured and be non-cancelable except upon thirty (30) days prior written notice to the Williamson County. Throughout the term of this contract, Contractor shall provide an updated certificate of insurance upon expiration of the current certificate.
22. **Contingent Fees.** Contractor hereby represents that Contractor has not been retained or retained persons to solicit or secure a Williamson County Government contract upon an agreement or understanding for a contingent commission, percentage, or brokerage fee,

except for retention of bona fide employees or bona fide established commercial selling agencies for the purpose of securing business.

23. **Gratuities and Kickbacks.** It shall be a breach of ethical standards for any person to offer, give or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy or other particular matter, pertaining to any program requirement of a contract or subcontract or to any solicitation or proposal therefor. It shall be a breach of ethical standards for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or a person associated therewith, as an inducement for the award of a subcontract or order.
24. **Indemnification and Hold Harmless.** Contractor shall indemnify and hold harmless Williamson County, its officers, agents and employees from:
- a) Any claims, damages, costs and attorney fees for injuries or damages arising, in part or in whole, from the negligent or intentional acts or omissions of Contractor, its officers, employees and/or agents, including its sub or independent contractors, in connection with the performance of the contract;
 - b) Any claims, damages, penalties, costs and attorney fees arising from any failure of Contractor, its officers, employees and/or agents, including its sub or independent contractors, to observe applicable laws, including, but not limited to, labor laws and minimum wage laws; and
 - c) Any claims, damages, penalties, costs and attorneys fees arising from any action brought against Williamson County by any of Contractor's officers, employees and/or agents arising out of any injury incurred by such officer, employee and/or agent in the course of the performance of this contract, regardless of the cause of such injury.
 - d) Contractor shall pay Williamson County any expenses incurred as a result of Contractor's failure to fulfill any obligation in a professional and timely manner under this Contract.
 - e) Williamson County cannot and will not indemnify, defend or hold harmless in any fashion the Contractor from any claims arising from any failure, regardless of any language in any attachment or other document that the Contractor may provide.
25. **Attorney Fees.** Contractor agrees that, in the event either party deems it necessary to take

legal action to enforce any provision of the contract, and in the event Williamson County prevails, Contractor shall pay all expenses of such action including Williamson County's attorney fees and costs at all stages of the litigation.

26. **Assignment—Consent Required.** The provisions of this contract shall inure to the benefit of and shall be binding upon the respective successors and assignees of the parties hereto. Neither this contract nor any of the rights and obligations of Contractor hereunder shall be assigned or transferred in whole or in part without the prior written consent of Williamson County. Any such assignment or transfer shall not release Contractor from its obligations hereunder.
27. **Entire Contract.** The complete understanding between the Parties is set out in this contract, and this contract supersedes and voids all prior and contemporaneous understandings, proposals, letters, agreements, or conditions expressed or implied, oral or written, except as herein contained. Any amendment, modification, waiver, or discharge of any requirement of this contract will not be effective unless in writing signed by the Parties hereto or by their authorized representatives.
28. **Force Majeure.** No party shall have any liability to the other hereunder by reason of any delay or failure to perform any obligation or covenant if the delay or failure to perform is occasioned by *force majeure*, meaning any act of God, storm, fire, casualty, unanticipated work stoppage, strike, lockout, labor dispute, civil disturbance, riot, war, national emergency, act of Government, act of public enemy, or other cause of similar or dissimilar nature beyond its control.
29. **Governing Law.** The validity, construction and effect of this contract and any and all extensions and/or modifications thereof shall be governed by the laws of the State of Tennessee. Tennessee law shall govern regardless of any language in any attachment or other document that the Contractor may provide.
30. **Venue.** Any action between the parties arising from this agreement shall be maintained in the courts of Williamson County, Tennessee.
31. **Severability.** Should any provision of this contract be declared to be invalid by any court of competent jurisdiction, such provision shall be severed and shall not affect the validity of the remaining provisions of this contract.
32. **Headings.** The headings in this Agreement are for convenience and reference and are not intended to define or limit the scope of any provision of this Agreement.
33. **Effective Date.** This contract shall not be binding upon the parties until it has been signed first by the Contractor and then by the authorized representatives of the Williamson County Government and has been filed in the office of the Williamson County Mayor. When it has been so signed and filed, this contract shall be effective as of the date first written above.

Affidavits

State of _____ County of _____

Fair Employment Practices Affidavit: After first being duly sworn according to law, the undersigned (Affiant) states that he/she is the _____ (Offeror) and that by its employment policy, standards, and practices the Offeror does not subscribe to any personnel policy which permits or allows for the promotion, demotion, employment, dismissal, or laying off of any individual due to his/her race, creed, color, national origin, age, or sex, and that the Offeror is not in violation of and will not violate any applicable laws concerning the employment of individuals with disabilities.

And Further Affiant sayeth not:

By: _____

Title: _____

Address: _____

Sworn to and subscribed before me on this _____ day of _____, 200____.

Notary Public

My commission expires: _____

Ethical Standards Affidavit

State of _____

County of _____

Ethical Standards Affidavit. After first being duly sworn according to law, the undersigned (“Affiant”) states that he/she has the legal authority to swear to this on behalf of _____. (“Contractor”) that no part of any other governmental monies provided for the services or products contemplated in this Agreement which was received from the State of Tennessee or Williamson County shall be paid directly to an employee or official of the State of Tennessee or Williamson County as wages, compensation, or gifts in exchange for acting as a Contractor, officer, agent, employee, subcontractor, or consultant to the County or the Contractor in connection with any Services or Work contemplated or performed relative to this Agreement. Affiant and Contractor further swears that no Federal, State, or County appropriated funds have been paid or will be paid, by or on behalf of the Contractor, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, any employee of the State of Tennessee, or employee of Williamson County in connection with the awarding of any Federal, State, or County contract, the making or awarding of any government grant, the making of any government loan, and entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal, State or County contract, grant, loan, or cooperative agreement.

Affiant

By: _____

Title: _____

Business Tax and License Affidavit

Business Tax and License Affidavit. The undersigned, ("Affiant"), states that he/she has the legal authority to swear to this on behalf of _____, ("Contractor"); that Contractor is not in any manner in violation of *Tennessee Code Annotated, Section, 5-14-108(l)* which provides that "(n)o purchase shall be made or purchase order or contract of purchase issued for tangible personal property or services by county officials or employees, acting in their official capacity, from any firm or individual whose business tax or license is delinquent." Affiant affirms and warrants that Contractor's licenses are currently valid and all business taxes have been paid and are current as of the date of this affidavit. Contractor is licensed and pays business taxes in _____ (County), Tennessee.

Affiant

By: _____

Title: _____

Date: _____

Witness: _____

Date: _____

WILLIAMSON COUNTY:

County Mayor

Purchasing Agent:

RECOMMENDED:
Department Head

Department: _____

APPROVED AS TO AVAILABILITY OF FUNDS:

Director of Finance

APPROVED AS TO INSURANCE:

Director of Insurance

APPROVED AS TO FORM AND LEGALITY:

Williamson County Attorney

FILED IN THE OFFICE OF THE COUNTY MAYOR:

Date: _____
CONTRACTOR

By: _____

Title: _____

_____, 200__, by

_____, the

_____ of Contractor and
duly authorized to execute this instrument
on Contractor's behalf.

Notary Public

My Commission Expires _____

**Sworn to and subscribed to before me, a
Notary Public, this _____ day of**